

<p style="text-align: center;"><b>CONTRACT REVIEW COMMITTEE</b> <b>Meeting of January 20, 2016</b></p>
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Minutes of the meeting of: The meeting took place at 1:00 at 4 Fairgrounds Road, Nantucket, MA 02554.

Members Present: Augie Ramos, Dorothy Hertz, Stephen Maury, Bert Johnson, Mary Wawro (participated remotely)

Members absent: Joe Aguiar, John Belash

Staff Present: Ann Medina, Rachel Chretien

Members of the Public: none

I. Called to Order: meeting called to order at 1:00

II. Quorum: a quorum was established

III. Approval of Agenda: the agenda was unanimously approved

IV. Action and Discussion: Deliberations and action on FY17 recommendations

Quorum was established.

Meeting was called to order at 1:00

The minutes of December 2<sup>nd</sup>, 7<sup>th</sup> and 9<sup>th</sup> were approved.

Dorothy will ask FinCom for more time to write her report.

The CRC will discuss the Interfaith Council (IFC) Food Pantry and Rental Assistance Program (NRAP) separately. For FY17 the Food Pantry requested \$45,000 and NRAP requested \$38,000. When the request packet for the food pantry was submitted, it showed that the IFC has \$106,000 net income in the bank; one issue the CRC had is with so much money in reserve, why is the IFC asking for the same amount as last year. The IFC also has \$46,000 in CPC funds that will be carried over. For every dollar the IFC receives 49 cents goes to every person who gets services, the CRC wants to see them spend more on services. The CRC recommends level funding the IFC the same as FY16.

After the report is done a letter can be sent explaining why the CRC recommended what they did.

The CRC appreciates the increase in fund, but it does not all have to be spent because its there, the CRC wants the FinCom to see that they are being responsible.

The FY17 recommendations are as follows:

IFC NRAP: \$25,000(level funded)

IFC Food Pantry: \$35,000 (level funded)

A Safe Place: \$50,000

Elder Services: \$16,000

MVY Community Services: \$12,000

Family Planning/Heath Imperatives: \$24,960

South Coastal Counties Legal Services: \$4,205

Nantucket Cottage Hospital: \$65,380

MY Nantucket: \$20,000

Alliance for Substance Abuse Prevention (ASAP): \$16,750

Joe will go on record that he does not agree with the amount for 'Red Ribbon Week', the amount is too high.

The money ASAP is looking for is for direct programming, not salary. They will be offering new programs like the Health and Wellness Day and hopefully this will become an annual event.

A roll call vote on all the recommendations was taken: Augie Ramos aye, Bert Johnson aye, Dorothy Hertz aye, Mary Wawro aye, Stephen Maury aye.

The CRC sent a letter to Family & Children's Services (F&C) recommending part of their funding to go towards a business manager and the remainder would be for individual services and substance abuse, not group services.

F&C have a lot of financial ideas and it would be helpful if they had someone there just watching the finances. F&C is struggling financially, they have spent down their endowment and they are increasingly depending on the town for funds. Tess is not only the director of F&C; she manages the Seconds Shop, sees patients and goes to school, she cannot be expected to watch over financials too. The CRC will try to convince F&C that it is a good idea to hire a business manager, cap that position at \$70,000. The CRC would make a list of requirements for the position, such as: it should be at least 30 hours a week at least three years bookkeeping experience, have a bachelors degree in business management an understanding of medical and insurance billing and be able to use the software program that F&C has. This position should be advertised in the newspapers, I&M and Boston Globe etc. also on their website. The CRC would want to hear from the business manager monthly. If F&C says no, the CRC would go back to original request and make a recommendation on that.

At present the CRC is recommending \$100,000 with \$70,000 going towards a business manager and the remaining \$30,000 for programs i.e. individual care and substance abuse care, only funding folks with no insurance. Stephen feels strongly about a business manager and if F&C agrees he would recommend the full amount of their request, \$120,000 but if they don't he would not recommend anything. He would not want to dilute the business manager position at all. A secondary benefit would be that F&C would have people that would be able to focus on other things such as fundraising.

The CRC will present this to F&C and listen to them because CRC feels that things still are not clear. If some of the concerns CRC has about F&C are already being address F&C should indicate how and by whom.

A motion to adjourn was made and seconded. The meeting adjourned at 2:25.

Respectfully submitted by  
*Ann Medina*